



BALTIMORE COUNTY BOARD OF ELECTIONS

October 22, 2018

PUBLIC NOTICE OF BOARD MEETING

Public notice of this Board meeting was provided by posting the meeting information in the entrance foyer of the office of the Board of Elections and on the Election agency website. A copy of the meeting agenda was made available.

MINUTES of the Board Meeting of the Baltimore County Board of Elections held on October 22, 2018 in the office of the Baltimore County Board of Elections located at 11112 Gilroy Road, Suite 104 in Hunt Valley, Maryland.

ATTENDEES:	Bruce Robinson	Vice President
	Bruce Harris	Secretary
	Carol Byrd	Substitute Member
	Gloria Mason	Substitute Member
	Andrew Bailey, Esq.	Board Counsel
	Katie A. Brown	Director
	Nancy Stratton	Deputy Director
	Ruie Marie Lavoie	Administrative Officer
	Julie Ensor	Clerk of the Circuit Court, Baltimore County

ABSENT:	Paul Lubell	President
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DECLARATION OF QUORUM

Quorum was established and the meeting was called to order at 9:03 am. Carol Byrd arrived at 9:17 am.

AGENDA

The Board reviewed the agenda. Before the approval of minutes, the administration of oath will take place. Under New Business, the election of the Board of Canvassers Chairman and Secretary will be added. No other changes or additions to the agenda were made.

PRESIDENT'S REMARKS

Bruce Robinson welcomed everyone and thanked Julie Ensor for attending the meeting. He spoke briefly about reaching to Legislators for equal pay for all Board members and increasing the Board to a five member Board which is in line with the majority of local Boards in Maryland.

Mr. Robinson thanked and praised Andrew Bailey, Katie Brown and her staff for administering the Democratic County Executive Recount after the Primary Election with professionalism and without issue.

ADMINISTRATION OF OATH

Julie Ensor, Clerk of the Court for Baltimore County, Maryland, administered and recorded the oath of the Board of Canvassers to Bruce Robinson, Bruce Harris, Carol Byrd, Gloria Mason, Andrew Bailey, Katie Brown, Ann Marie Stratton and Ruie Marie Lavoie. Due to his absence, Paul Lubell will be administered the oath on October 24, 2018

APPROVAL OF BOARD MEETING MINUTES

A copy of the Minutes from the September 27, 2018 meeting was distributed to the Board by electronic mail prior to the meeting

MOTION: Bruce Harris motioned to approve the Minutes of the September 27, 2018 Board meeting.

SECOND: Gloria Mason

ACTION: Motion unanimously passed

DIRECTOR'S REPORT

The Directors' Report was provided to the Board by electronic mail prior to the meeting. Katie Brown provided a verbal summary of the report and an updated version is included in the Board folders and is as follows:

Board Folders:

Agenda, October, 2018 Board Meeting
Board Meeting Minutes, September 27, 2018
Directors' Report, October, 2018
Monthly Statistics Report, September, 2018
Election Administration Reports
County Bulletins & Registrars - Sent electronically or included in folder

Correspondence:

Letters advising of the Board's decision were sent to the three (3) voters requesting a change in their polling location.

A letter from the ACLU was sent to all local Boards outlining the rights of incarcerated voters. A brief discussion was held.

Meetings and Important Dates:

Occurred/Attended

- October 4, 2018, State Board of Elections Meeting
- October 5, 2018, Staff Equipment/Procedure Training. All staff attended.
- October 5, 2018, Meeting at Oregon Ridge, Training Room and Election Day Setup. Ruie Lavoie attended.
- October 8, 2018, Columbus Day, Office closed to public. Staff reported to work. Training classes held.
- October 8, 2018, Logic and Accuracy Testing began
- October 9, 2018, League of Woman Voters Polling Place Survey training
- October 9, 2018, Meeting with County Campus Metro Centre. Ruie Lavoie attended.
- October 10, 2018, Budget Transition Training. Nancy Stratton attended.
- October 12, 2018, Signal testing at Early Voting locations. Jeff Stevens conducted the testing.
- October 15, 2018, League of Woman's Voters Polling Place Survey training
- October 16, 2018, Last Day of Registration. Office was open to 9:00 pm
- October 17, 2018, Logic and Accuracy testing ended.
- October 22, 2018, Administration of Oath
- October 22, 2018, Board Meeting
- October 22, 2018, Public Demonstration of Voting Equipment
- October 22, 2018, Early Voting and Same Day Registration Training for Early Voting Center Managers. Ruie Lavoie will conduct training.
- October 22, 2018, Last Early Voting Training class

Upcoming/Scheduled

- October 23, 2018, Same Day Registration training provided by the State Board of Elections
- October 24, 2018, Early Voting Center Staff Meeting with Katie Brown.
- October 24, 2018, Equipment Delivery and setup for Early Voting
- October 25, 2018, Day 1, Early Voting
- October 30, 2018, Election Judge Recruitment, Baltimore County Career Center.
- November 1, 2018, Day 8, Early Voting
- November 2, 2018, Last day of Closer training classes
- November 3 and 4, 2018 – Open House, Supply & Pollbook Pickup
- November 4, 2018, Last day of Election Judge training classes
- November 5, 2018, Election Eve setup, Judge Department open until 8:00 pm
- November 6, 2018, General Election Day
- November 6, 2018, Early Voting Results Canvass at 1:00 pm
- November 6, 2018, Board Meeting at 8:00 pm
- November 8, 2018, 1st Absentee Canvass at 10:00 am
- November 14, 2018, Provisional Canvass at 10:00 am
- November 16, 2018, 2nd Absentee Canvass at 10:00 am
- November 22, 2018, Office Closed, Thanksgiving
- November 23, 2018, Office Closed, American Heritage Day
- November 26, 2018, Deadline to submit Election Judge Payroll information to County Budget and Finance.
- December 13, 2018, Board Meeting and Holiday Social
- December 17, 2018, Maryland Association of Election Officials Meeting
- December 25, 2018, Christmas Day, Office Closed
- January 1, 2018, New Year's Day, Office Closed
- January 24, 2019, Board Meeting

Work/Staff Status:

2018 Gubernatorial General Election – Final preparations are being completed. Sample ballots were mailed. Ballots have been delivered and are being packed. Packing of supplies, etc. is also in progress.

Post-Election Audit

Clear Ballot will again perform an audit of the voted ballots versus the results. There is also a new requirement to conduct a manual audit and the procedures were provided to the Board by electronic mail. A brief discussion was held on the process and requirements.

Election Field Support Supplies – Supply Bins for Election Day are being packed with supplies, etc. The Board can take a bin after the board meeting. As a reminder, these supplies are not for Early Voting Centers. Early Voting staff returns to the office each night and are able to obtain supplies at that time.

Voting Equipment – Maintenance has been completed and the logic and accuracy testing has been conducted. Equipment is ready to be delivered to the polling locations. Public Demonstration of voting equipment will take place after the meeting. Proper notice of the demonstration was sent.

Warehouse Humidity

Due to the severe humidity problems and high levels, dehumidifiers have been placed in the warehouse. A permanent solution has been requested.

Early Voting – The required signal testing was completed. Early Voting managers are being thoroughly trained on October 22, 2018. Equipment will be delivered on October 24, 2018 and each Early Voting center will be set up the same day. Early Voting will begin October 25, 2018 and end on November 1, 2018. Voting hours are from 10:00 am to 8:00 pm.

Registration Department – Last day of registration was October 16, 2018 and the books are now closed. Processing of timely registrations and changes is being completed. The ERIC Report and Audit was processed and submitted on time.

Absentee and Provisional Departments – Applications are being processed when received. Voted ballots are counted and processed when received. To date, there are 13,314 “accepted” applications with only 906 remaining in “issued” status. We have received 2,690 voted ballots.

Election Judge and Training Departments – Recruitment efforts are in full force. WBAL TV announced our recruitment of election judges on the news several times this past week. Fliers were delivered to all community and recreation centers, libraries, several college campuses, workforce development and most county buildings. An ad was also included in the sample ballots. State Board of Elections advertised for us on their social media accounts. Arrangements have been made with the Budget and Finance Department to ensure election judges receive their compensation before the holidays in December.

The last Early Voting training is October 22, 2018, the last closer training is November 2, 2018 and the last election judge training class is November 4, 2018.

Outreach, Registration Certification & Voting System Demonstration – We continue to participate in as many events as possible. Dates are included under Meetings and Important Dates. Judge recruitment is incorporated in all events. One final event is scheduled during Early Voting.

Sexual Harassment Prevention Training – All County and State employees with AD account access have completed the required online training.

Personnel – The open county position has been filled but we are waiting to receive the start date from Human Resources.

The “Best Qualified” candidate list for the Election Supervisor II position has been received and interviews will take place after the election. Recruitment for the two (2) State vacancies, Election Data Application Specialist II, will start after the beginning of the year.

BOARD COUNSEL’S REPORT

Andrew Bailey reported that he has attended the pre-election conference calls between the State Board of Elections and all Local Board attorneys on October 3rd, October 17th and October 31st. He provided an overview of the calls.

OLD BUSINESS

None at this time.

NEW BUSINESS

Board of Canvassers Election.

MOTION: Bruce Robinson motioned to hold the election for the Chairman and Secretary of the Board of Canvassers.

SECOND: Gloria Mason

ACTION: Motion unanimously passed

MOTION: Bruce Harris motioned to elect Bruce Robinson as the Chairman and Bruce Harris as the Secretary.

SECOND: Bruce Robinson

ACTION: Motion unanimously passed

ANNOUNCEMENTS AND DISCLOSURES

Bruce Robinson donated \$100.00 to the Hogan campaign.

Meeting Information – Meeting dates are scheduled and posted on the County website. Board meetings are normally held on the 4th Thursday and called to order at 9:00 am. Board meetings dates are as follows:

- October 22, 2018 at 9:00 am – Administration of Oath and Public Demonstration
- November 6, 2018 at 8:00 pm
- November 8, 2018 – Absentee 1 Canvass
- November 9, 2018 – Absentee 1 Canvass, Day 2 (if needed)
- November 14, 2018 – Provisional Canvass
- November 15, 2018 – Provisional Canvass, Day 2 (if needed)
- November 16, 2018 – Absentee 2 Canvass
- December 13, 2018 at 10:00 am. Holiday Party to follow meeting adjournment
- January 24, 2019 – 9:00 am

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:06 am.

Respectfully submitted,



Bruce Robinson, Vice President



Bruce Harris, Secretary



Carol Byrd, Substitute Board Member

Approved this 13th day of December, 2018.